TSF CLUB

IGNITING THE SPEAKER IN YOU

TSF CLUB FAQ

Frequently Asked Questions — A Quick Reference Guide

An initiative of Think Sustainability Foundation

www.tsfclub.org | www.thinksustainability.in

TSF CLUB MISSION
To provide a free, supportive platform where students and professionals practise communication skills to build confidence and leadership skills. An initiative of Think Sustainability Foundation.

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1. ABOUT TSF CLUB

Q: What is TSF Club?
TSF Club is an initiative of Think Sustainability Foundation. It provides a free, supportive platform for college students and professionals to form clubs and develop confident communication and leadership skills through a "Learning by Doing" approach. Members meet regularly, deliver prepared speeches, take on meeting roles, practise impromptu speaking, and give constructive evaluations in a respectful environment.

Q: What is the Vision of TSF Club?
A world where anyone can master communication skills and unlock their true potential.

Q: What is the Mission?
To provide a free, supportive platform where students and professionals practise communication skills to build confidence and leadership skills.

Q: What are the Core Values?
The Core Values are:

- Supportive Learning Environment
- Respect & Courtesy
- Continuous Improvement
- Integrity & Honesty
- Learning by Doing

Q: Is TSF Club free?
Yes. TSF Club is completely free. There are no membership fees. It is designed to be accessible to all students and professionals who wish to improve their communication skills.

Q: Who can join a TSF Club?
Any college student or professional who wants to improve oral communication and leadership skills. Ideal club size is 15–20 members (minimum 10, maximum 20) so that everyone gets regular speaking and role opportunities.

2. JOINING & MEMBERSHIP

Q: How do I start or join a TSF Club?

Visit www.tsfclub.org and submit a request to start a new club (or search for an existing one). Gather 10–20 interested students or professionals, choose a regular meeting frequency and venue, elect office bearers, and schedule the first meeting.

Q: What are the office bearer positions?

The office bearer positions are:

- Club Chair Person: Overall responsibility; sets the supportive culture.
- Vice Chair Person: Supports the Chair; takes charge in absence.
- Director – Training: Educational quality, speech scheduling, mentoring.
- Director – Membership: Attracts members, retention, guest welcome.
- Director – Media: Publicity, social media, promotional material.
- Director – Admin: Venue, materials, attendance, logistics.

Q: What is the Member's Promise?

As a member you promise to: attend regularly and punctually; prepare speeches and roles to the best of your ability; provide helpful, constructive evaluations; maintain a positive and respectful environment; take on roles when asked; invite others who can benefit; and maintain high ethical standards.

3. CLUB MEETINGS & AGENDA

Q: How long is a typical meeting?

Typical duration is 60–90 minutes. Meetings are structured, timed, and supportive.

Q: What is the standard meeting agenda?

The standard agenda is:

- Club Chair – Opening Remarks (1–2 min)
- Meeting Chair – Introduces Functionaries (1–2 min)
- Meeting Chair – Introduces Prepared Speakers (1–2 min)
- Prepared Speeches ×3 (4–6 min each)
- Evaluations (2–3 min each)
- Impromptu Session (1–2 min per speaker)
- Reports – Timekeeper, Grammarian, Meeting Critique (4–6 min total)
- Voting for Best Speakers (2–3 min)
- Club Chair – Closing (1–2 min)

Q: How often do clubs meet?

Clubs choose a regular frequency — weekly, bi-weekly, or monthly — and a fixed venue/time. Consistency helps members plan and progress steadily.

4. MEETING ROLES & RESPONSIBILITIES

Q: What roles are filled during a meeting?

The roles filled during a meeting are:

- Meeting Chair: Conducts the meeting smoothly, introduces participants and keeps the agenda moving.
- Timekeeper: Times every segment and shows Green / Amber / Red visual signals.
- Grammarian: Notes excellent language use and any grammatical issues or filler words; may introduce a Word of the Day.
- Meeting Critique: Observes the whole meeting and gives balanced process feedback at the end.
- Impromptu Lead: Prepares topics and runs the impromptu session with energy.
- Prepared Speakers: Deliver 4–6 minute speeches according to the assigned project.
- Speech Evaluators: Give constructive verbal (2–3 min) and written feedback aligned to project objectives.

Q: What are the timing signals?

For prepared speeches (4–6 minutes): Green at 4 min, Amber at 5 min, Red at 6 min. The Timekeeper starts timing when the speaker begins speaking (not during the introduction) and never interrupts mid-sentence.

Q: Do I need experience to take a role?

No. Roles are designed for learning by doing. New members are encouraged to start with simpler roles (e.g., Timekeeper) and progressively take on Meeting Chair, Impromptu Lead, or Evaluation roles. A mentor or Director – Training can guide you.

5. PREPARED SPEECHES & LEARNING LEVELS

Q: How many prepared speeches are there?

There are 16 prepared speeches across four levels. Each speech is 4–6 minutes long. After completing each Level you may download a Level Completion Certificate from www.tsfclub.org. Complete all four levels to earn recognition as a TSF Club Master Communicator.

Q: What are the four Learning Levels?

Level	A	B	C	D
Level 1 Basic	Introductory (Ice Breaker)	Organize Your Speech	Get to the Point	How to Say It
Level 2 Intermediate	Social 1: Connecting	Social 2: Storytelling	Informative 1: Clear Explanation	Informative 2: Visual Support
Level 3 Advanced	Persuasive 1: Building a Case	Persuasive 2: Call to Action	Humorous 1: Light-hearted	Humorous 2: Entertaining
Level 4 Mastery	Research & Speak 1	Research & Speak 2	Research & Speak 3	Research & Speak 4

Q: Which speech should a new member start with?

Speech 1A: The Introductory Speech (Ice Breaker). Request to be scheduled for it as soon as possible. Ask the Club Chair or Director – Training for a mentor. Read the project description carefully, practise aloud, and bring the manual so the evaluator can write comments.

Q: Can I use notes while speaking?

Yes, brief note cards with key words are acceptable if needed. Avoid reading a full script. As you progress through the levels you will be encouraged to rely less on notes.

6. IMPROMPTU SPEAKING

Q: What is the Impromptu Session?

Members speak for 1–2 minutes on randomly selected topics. This trains quick thinking, clear organisation and confident speaking under time pressure. The Impromptu Lead prepares 8–12 varied topics (light-hearted, reflective, opinion-based, situational) and runs the session.

Q: What if I freeze during impromptu?

The Impromptu Lead may offer a gentle prompt or the option to pick a different topic, then move on gracefully. A simple structure works well: Point — Reason — Example — Close. Everyone is learning; the environment is supportive.

7. EVALUATION & FEEDBACK

Q: How does evaluation work?

Each prepared speech has an assigned evaluator. The evaluator first restates the speech objectives, then gives a balanced verbal evaluation (strengths first, then one or two specific suggestions) lasting 2–3 minutes. Written comments are also recorded in the speaker's manual. New speakers (especially Speech 1A) need confidence more than criticism.

Q: What should evaluators never do?

Never evaluate content opinions; focus on delivery, structure and project objectives. Never single out a prepared speaker's content for criticism in the Meeting Critique report — that is the Speech Evaluator's job. Written comments remain private to the speaker.

Q: Is there voting or awards?

Yes. Before the meeting concludes, members vote for Best Prepared Speaker and Best Impromptu Speaker of the session. Voting may be by show of hands, ballot slips or any simple method. Recognition encourages members and celebrates excellence in a positive, supportive way — it is recognition, not competition for its own sake.

8. CERTIFICATES & PROGRESS TRACKING

Q: How do I track my progress and get certificates?

Use the website www.tsfclub.org to record attendance, roles, speech progress and to download Level Completion Certificates after finishing each level. Complete all four levels to earn recognition as a TSF Club Master Communicator.

Q: Do I need to bring anything to meetings when I speak?

Yes. Bring this manual (or the project evaluation page) so the evaluator can write comments. Arrive early, check the speaking area, and take a deep breath before starting.

9. PRACTICAL TIPS FOR NEW MEMBERS

Q: How should I prepare for my first speech?

Preparation steps:

- Ask the Club Chair or Director – Training for a mentor.
- Request Speech 1A (Introductory Speech) as soon as possible.
- Read the project description and evaluation guide carefully.
- Select 3–4 interesting aspects of your life and weave them into a story.
- Write and memorise a strong opening and a memorable closing.
- Practise aloud several times; present to a mentor or friend first.
- Use brief note cards only if needed; avoid reading a full script.
- Dress neatly so you feel confident; take a deep breath before starting.

Q: What makes a supportive meeting culture?

Key practices:

- Start and finish on time — it shows respect for everyone's schedule.
- Strengths first, then limited, specific suggestions — especially for newer members.
- Applause after every speech and role contribution — celebrate effort.
- Never interrupt a speaker mid-sentence.
- Keep evaluations private in written form; verbal feedback stays constructive.
- Guests are always welcome; explain the purpose briefly and invite them to return.
- Rotate roles so leadership experience is shared across the membership.

Q: How early should I arrive?

All role holders should arrive at least 10–15 minutes early. Confirm your role assignment, bring any materials needed (timer cards, topic slips, evaluation notes, manual), and check pronunciation of names you will introduce or report on.

10. CONTACT & RESOURCES

Q: Where can I find official resources?

Official resources:

- Official website: www.tsfclub.org
- Think Sustainability Foundation: www.thinksustainability.in
- Full educational programme, project details, and certificates are available on the website and in the TSF Club Manual.

Q: Who created TSF Club?

TSF Club is created and nurtured by Think Sustainability Foundation (TSF).
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This FAQ is intended for enrolled TSF Club members and guests. It is derived from the official TSF Club Manual and Meeting Preparation Manual published by Think Sustainability Foundation. For complete project details, evaluation guides, and certificates, refer to the full manuals and www.tsfclub.org.

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